



Catherine B. Templeton, Director

Promoting and protecting the health of the public and the environment

07/13/2012

MEMORANDUM

To: Licensed Healthcare Facilities

From: Shawn Stickle
Director of Health Facilities Construction

Re: Notification and Approval for Construction Work Performed in a DHEC Licensed Healthcare Facility

Regulations promulgated by the Department of Health and Environmental Control contain standards on the construction and renovation of healthcare facilities. Many projects require notification and approval of the Division of Health Facilities Construction (DHFC) prior to work being performed. The purpose of this memorandum is to clarify which situations require approval from the Division of Health Facilities Construction (DHFC) before work is performed in a licensed facility. Our mission at Health Facilities Construction is to enable you as the customer to construct, repair and or make alterations for improvement of your licensed facility, while assuring that the work is in accordance with current accepted codes and standards.

When construction, renovation, or alteration is contemplated to existing licensed buildings, the facility must do all of the following:

- Determine whether or not the project is required to have approval from the DHFC. Projects that require notification to, and approval from, the DHFC include new construction or projects with changes to the physical plant of a licensed facility which has an effect on: the function, use or accessibility of an area; structural integrity; active and passive fire safety systems (including kitchen equipment such as exhaust hoods or equipment required to be under the said hood); door, wall and ceiling system assemblies; exit corridors; and projects pertaining to any life safety systems. Cost has no bearing on whether or not a review is needed. When in doubt, please contact the DHFC for guidance.

- Submit a Construction Project Information Form (CPIF), found at <http://www.scdhec.gov/health/constr/index.htm>.
- Contact DHFC regarding code and regulatory requirements that apply to the project.
- Submit plans and specifications to the division for review.

Construction work shall not begin until approval of the final drawings or written permission has been received from DFHC. Any construction deviations from the approved documents shall be approved by DFHC.

The DHFC does not require a review of general facility maintenance items, defined as “the act of keeping property or equipment in good condition by making repairs, correcting problems, etc.” If you are unclear if a project is considered maintenance or construction, please contact our office for guidance. The following examples of work are considered maintenance items and do not require approval from DHFC.

a. Painting* - a CPIF is not required for this work, but the facility is required to comply with current building and NFPA codes for correct type and application of all the material.

b. Window treatments* - a CPIF is not required for this work, but the facility is required to comply with current building and NFPA codes for correct type and application of all the material.

c. Fixing leaks* - a CPIF is not required for this work, but the facility is required to comply with current building and NFPA codes for correct type and application of all the material. If the leak has damaged the facility due to mold growth, or any other reason, and requires any wall assembly replacement, please contact our office for direction.

*(The above projects are provided as examples of maintenance items and should not be construed as an all-inclusive list.)

If any type of work, maintenance or otherwise, is performed to a standard inconsistent with codes or regulations, the work will require repair and or complete replacement. In this instance, your facility may also be cited for failure to comply with the pertinent codes or regulations.

If you need clarification of this memorandum for any current or future projects at your facility, please do not hesitate to contact our office at (803) 545-4215. Additional information related to construction at healthcare facilities may be found at www.scdhec.gov/health/constr